



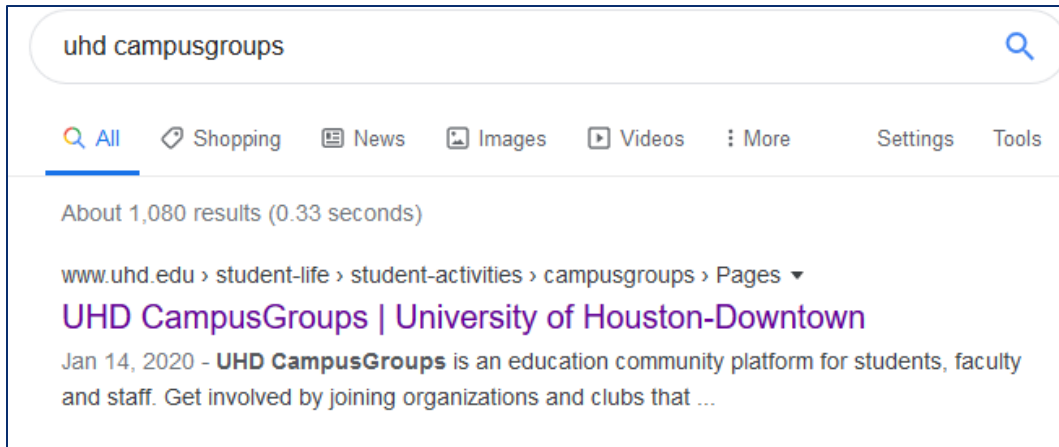
UHD Service Learning

Tracking Hours Through CampusGroups™

~ Student ~

Step 1: Access Account in CampusGroups

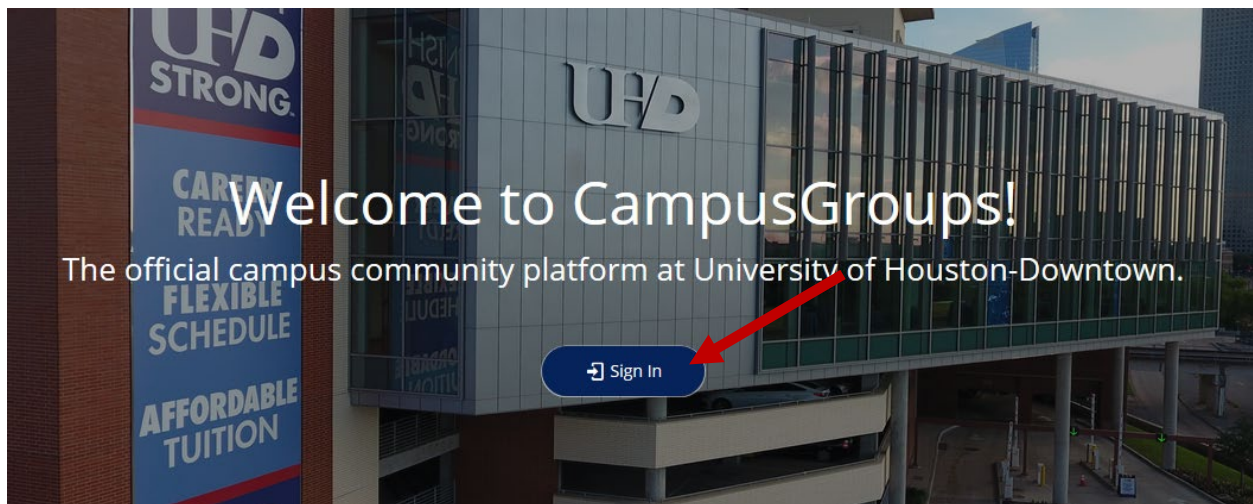
Google: UHD CampusGroups.



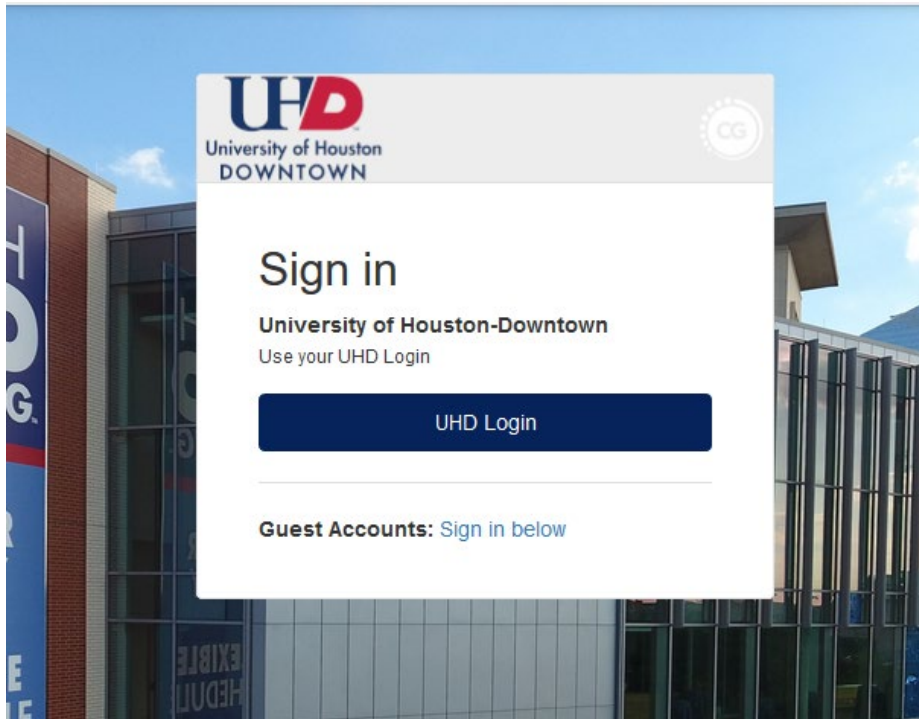
Click on “Log in to CampusGroups”.



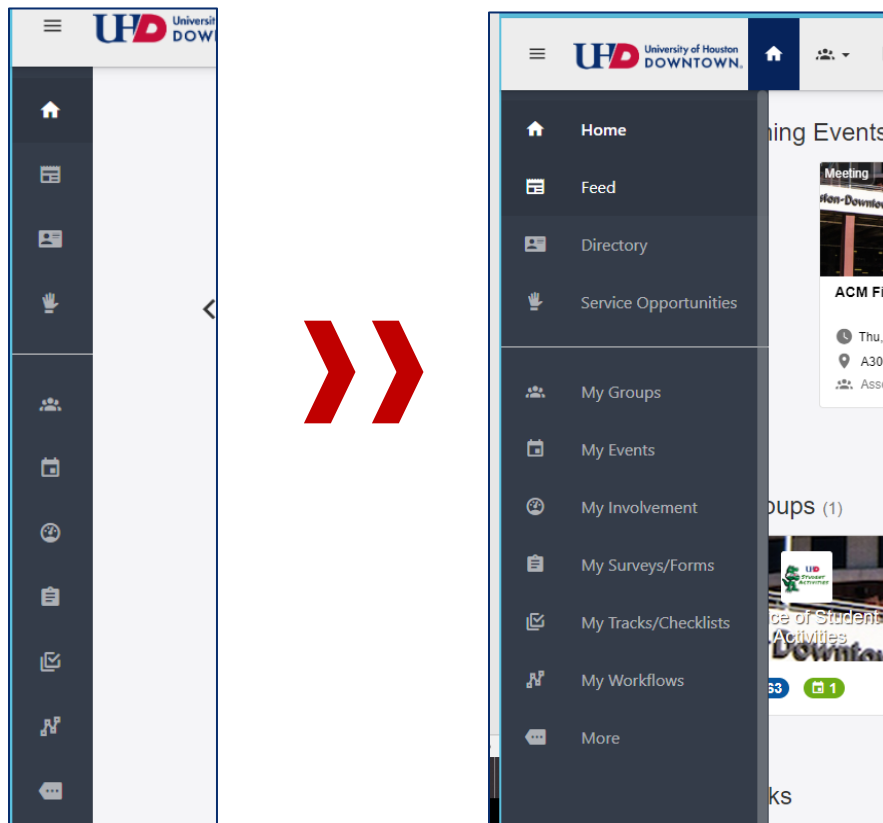
Click on “Sign In”.



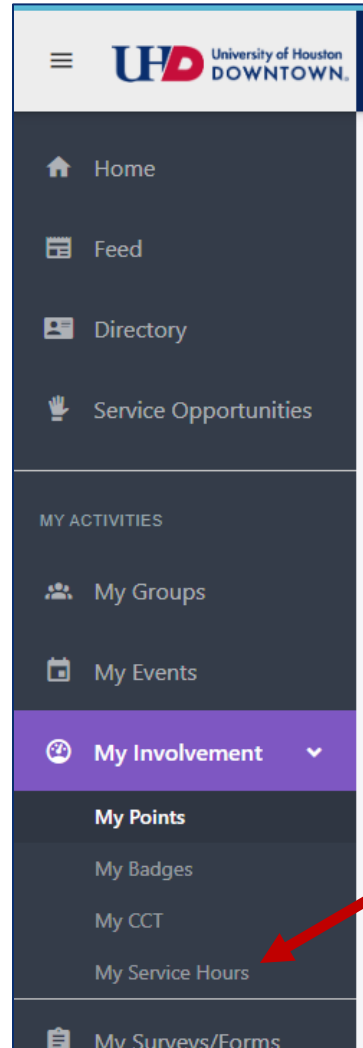
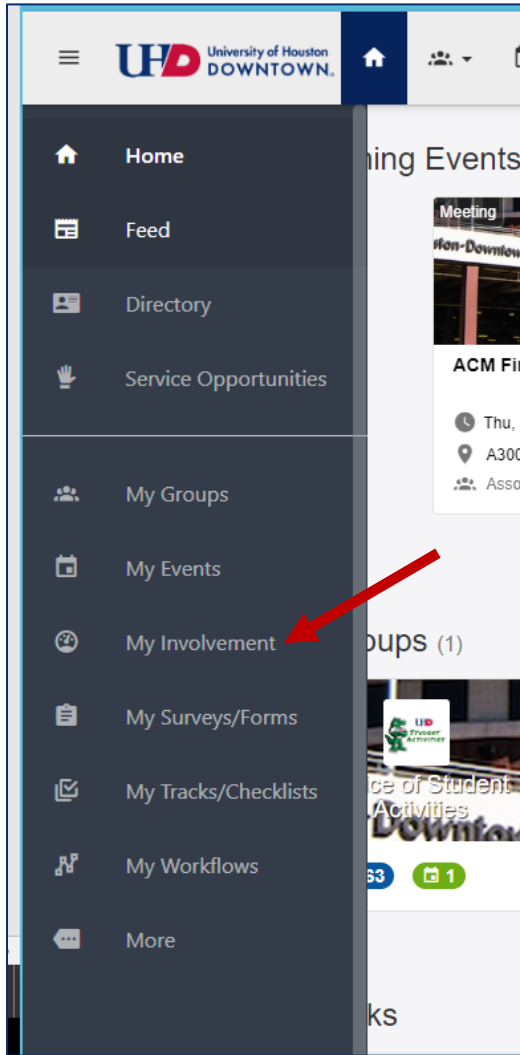
Use your UHD credentials to log in.



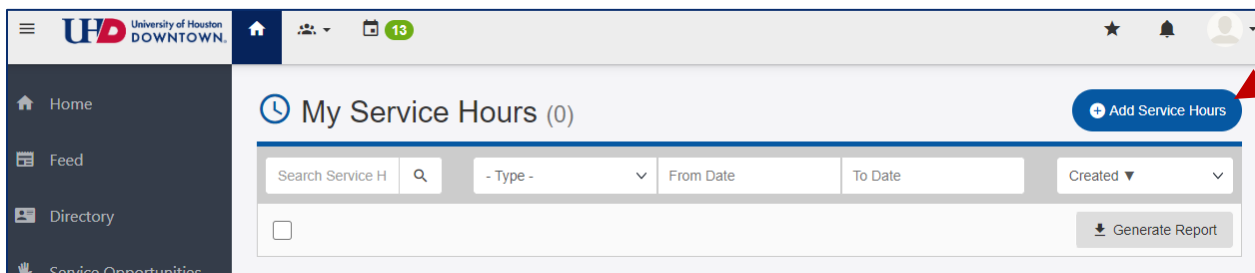
Step 2: Expand the dark gray menu bar on the right-hand side of the screen by hovering over it with your mouse.



Step 3: Click on **My Involvement**, then **My Service Hours**.



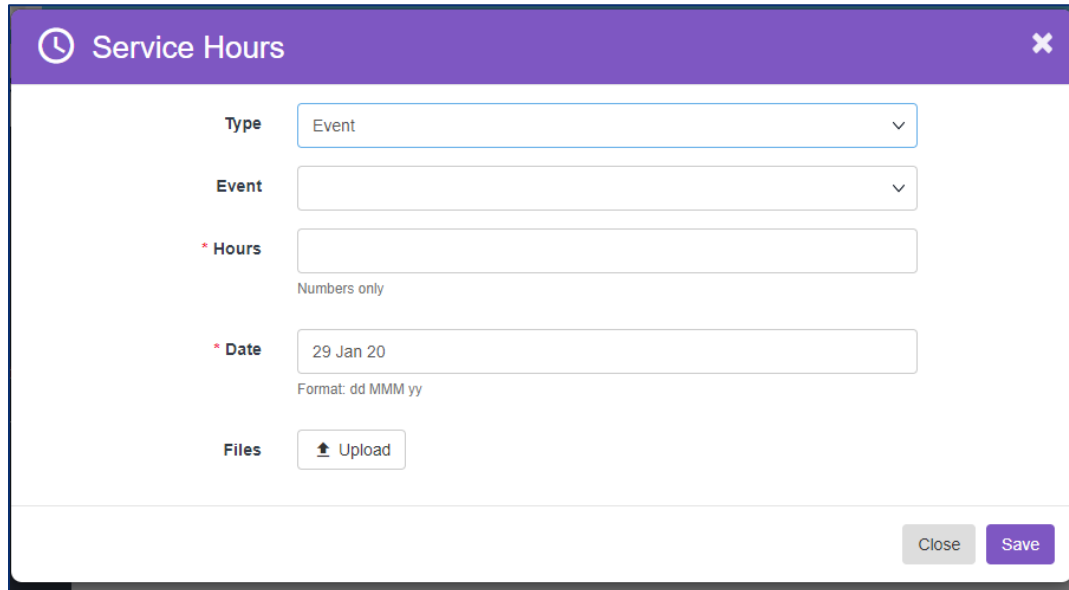
Step 4: Click on **Add Service Hours**.



Step 5: Change *Type* from **Experience** to **Event**.

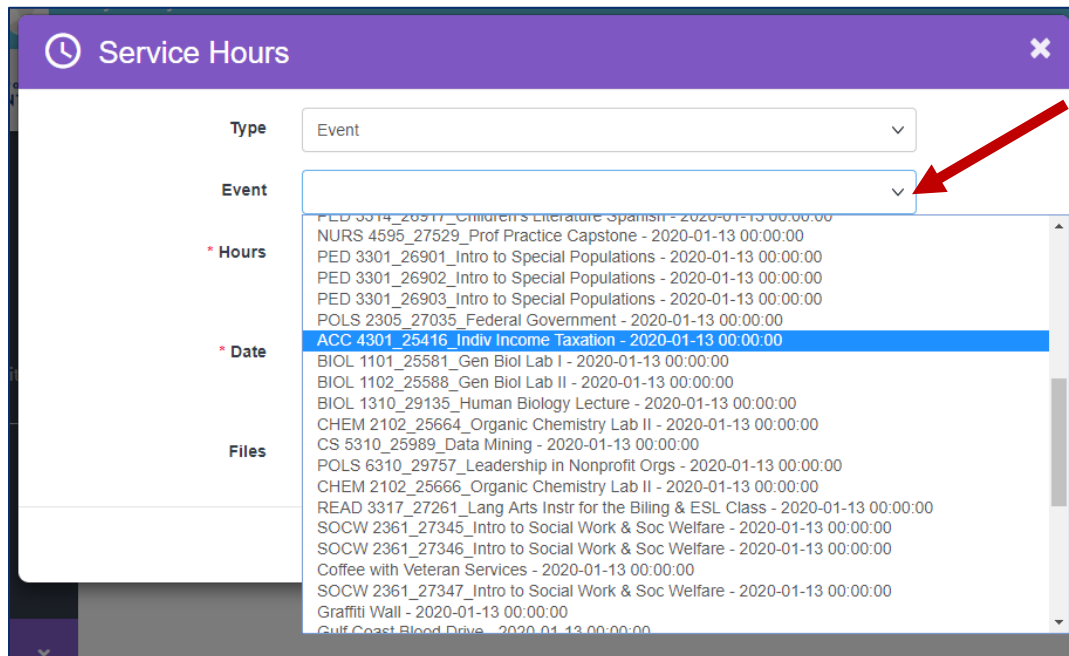
IMPORTANT NOTE: Each service learning course is listed as an Event in CampusGroups. You have been added as an attendee to the service learning course in which you are enrolled.

***If you believe you have been added to the incorrect course or need to be added to a course, please contact the Assistant Director of CCESL, Caroline Smith, at smithca@uhd.edu.**



The screenshot shows a 'Service Hours' form with a purple header. The 'Type' dropdown is set to 'Event'. Below it is an empty 'Event' dropdown. The '* Hours' field is empty with a 'Numbers only' note. The '* Date' field is set to '29 Jan 20' with a 'Format: dd MMM yy' note. There is an 'Upload' button for files and 'Close' and 'Save' buttons at the bottom right.

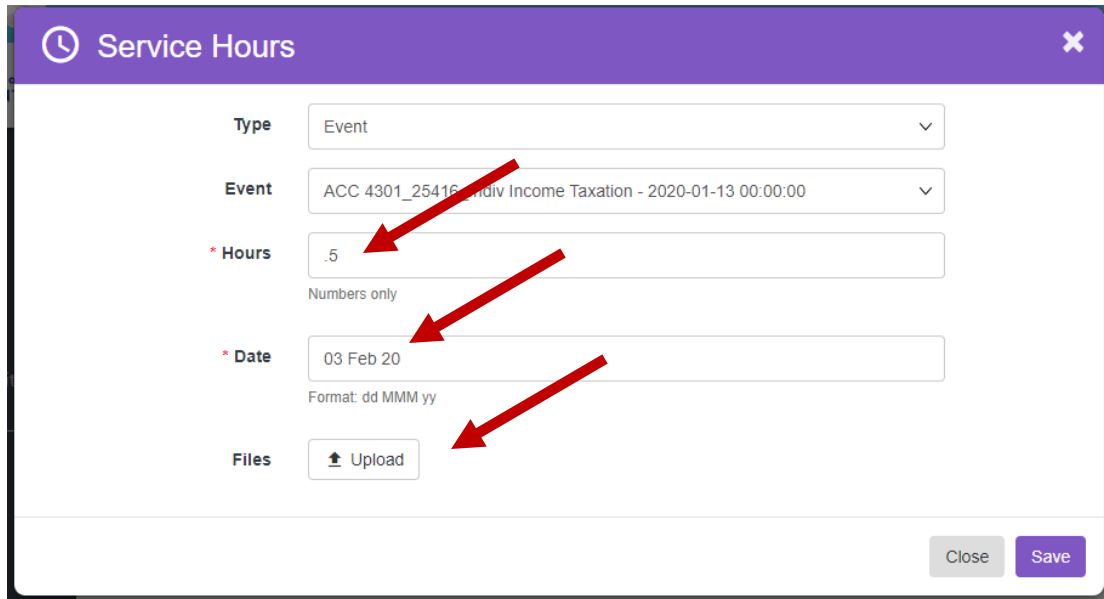
Step 5: Choose your service learning course from the dropdown box under **Event**.



The screenshot shows the 'Service Hours' form with the 'Event' dropdown menu open. A red arrow points to the dropdown arrow. The list of courses includes: PED 3314_26917_Children's Literature Spanish - 2020-01-13 00:00:00, NURS 4595_27529_Prof Practice Capstone - 2020-01-13 00:00:00, PED 3301_26901_Intro to Special Populations - 2020-01-13 00:00:00, PED 3301_26902_Intro to Special Populations - 2020-01-13 00:00:00, PED 3301_26903_Intro to Special Populations - 2020-01-13 00:00:00, POLS 2305_27035_Federal Government - 2020-01-13 00:00:00, ACC 4301_25416_Indiv Income Taxation - 2020-01-13 00:00:00, BIOL 1101_25581_Gen Biol Lab I - 2020-01-13 00:00:00, BIOL 1102_25588_Gen Biol Lab II - 2020-01-13 00:00:00, BIOL 1310_29135_Human Biology Lecture - 2020-01-13 00:00:00, CHEM 2102_25664_Organic Chemistry Lab II - 2020-01-13 00:00:00, CS 5310_25989_Data Mining - 2020-01-13 00:00:00, POLS 6310_29757_Leadership in Nonprofit Orgs - 2020-01-13 00:00:00, CHEM 2102_25666_Organic Chemistry Lab II - 2020-01-13 00:00:00, READ 3317_27261_Lang Arts Instr for the Biling & ESL Class - 2020-01-13 00:00:00, SOCW 2361_27345_Intro to Social Work & Soc Welfare - 2020-01-13 00:00:00, SOCW 2361_27346_Intro to Social Work & Soc Welfare - 2020-01-13 00:00:00, Coffee with Veteran Services - 2020-01-13 00:00:00, SOCW 2361_27347_Intro to Social Work & Soc Welfare - 2020-01-13 00:00:00, Graffiti Wall - 2020-01-13 00:00:00, Gulf Coast Blood Drive - 2020-01-13 00:00:00.

IMPORTANT NOTE: Be careful to choose the correct Event aka service learning course to receive proper credit.

Step 6: Provide the remaining necessary information and upload any files, if needed.

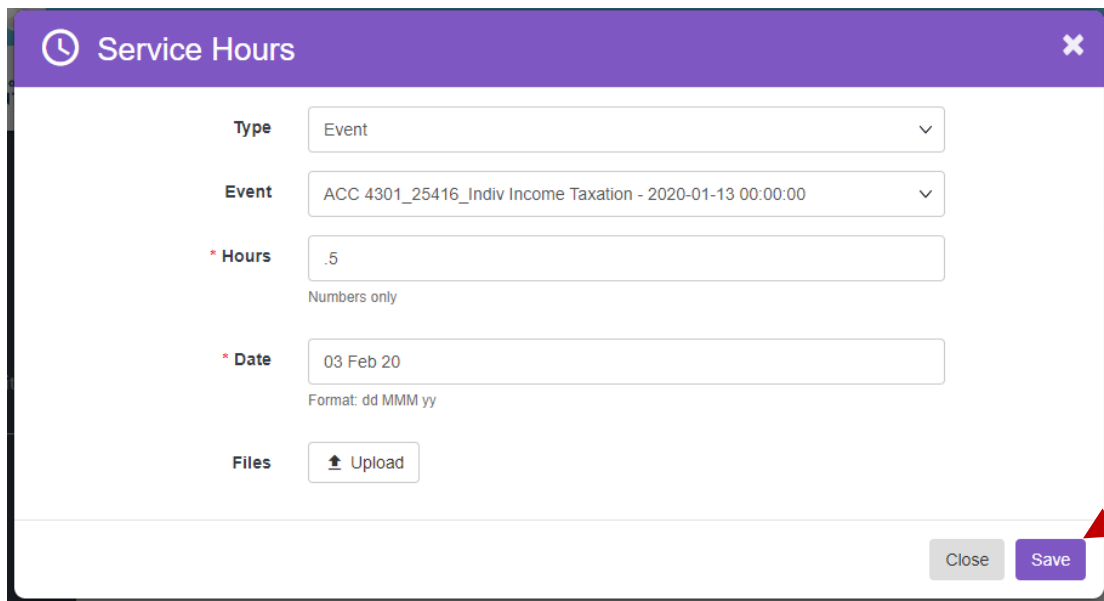


The screenshot shows a 'Service Hours' form with a purple header. The form contains the following fields and controls:

- Type:** A dropdown menu with 'Event' selected.
- Event:** A dropdown menu with 'ACC 4301_25416_Indiv Income Taxation - 2020-01-13 00:00:00' selected.
- * Hours:** A text input field containing '.5'. Below it is the text 'Numbers only'. A red arrow points to this field.
- * Date:** A text input field containing '03 Feb 20'. Below it is the text 'Format: dd MMM yy'. A red arrow points to this field.
- Files:** A button with an upload icon and the text 'Upload'. A red arrow points to this button.

At the bottom right of the form, there are two buttons: 'Close' (grey) and 'Save' (purple).

Step 7: Click **Save**.



This screenshot is identical to the one above, showing the 'Service Hours' form. A red arrow points to the 'Save' button at the bottom right of the form.

IMPORTANT NOTE: Service hours will be sent to the event coordinator for verification, then added to your co-curricular transcript.